

**Water/Wastewater Commissioners’
Meeting Minutes
March 31, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:00 p.m.

Appointments

Director Boucher informed the commissioners that Mr. Rene LaBranche, Stantec Consulting, was unable to attend this evening’s meeting and will be rescheduled to discuss the Prospect Water Storage Tank project during the April 14th meeting.

At 6:10 p.m., Chairman Putnam, Vice-Chairman White, Commissioner Courage and Director Boucher welcomed two members of the Wilton Sewer Commission: Mr. Tom Herlihy, Chairman, and Mr. Chris Carter. Mr. Tom Schultz, Wilton Sewer Commissioner, was unable to attend tonight’s meeting. The Milford and Wilton commissioners signed four original inter-municipal agreement documents, each of which Commissioner Tom Schultz had previously signed. Director Boucher distributed the Milford/Wilton Inter-Municipal Agreement pages as directed by Town Counsel, commenting that this does not need to be notarized. The length of term for this inter-municipal agreement is 20 years and pertains to the Town of Wilton’s wastewater treatment and disposal being handled by the Town of Milford Water Utilities Department, adhering to NH DES and US EPA regulatory guidelines and established permit limits.

Commissioner Courage said the Milford Water and Sewer Commissioners are pleased to have this opportunity to exchange information and discuss Milford’s 2015 large-scale, budgeted sewer projects so that the Wilton Sewer Commissioners may anticipate their 14.89% portion of financial obligation to Milford’s wastewater operating budget. Mr. Courage explained to Commissioners Herlihy and Carter that Milford capital reserve funds had been utilized for the bonded compost cover build project several years ago as this segment of treatment works had not been included in the wastewater treatment facility’s original 1980 design. He explained that the then Public Works Director’s delay in communicating Milford’s capital improvement project and the associated 14.89% financial impact upon the Wilton Board of Sewer Commissioners’ budget, back in the day, had initiated a hardship, one which the Milford Boards of Water and Sewer Commissioners have endeavored not to repeat. Discussion followed regarding Milford’s 2015 budgeted large wastewater projects and 10 year capital improvement plan, Wilton’s April 9th sewer rate public hearing, and Milford’s past sewer rate increases. Director Boucher distributed and discussed Milford’s Adjusted Cost of Operations formula, which consists of monthly financial estimated costs, are based upon Wilton’s wastewater flow contributions to the Milford Wastewater Treatment Facility for which readings are documented on a weekly basis, as well as operational costs for which Wilton does not pay. Director Boucher will provide the previous two years

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of Wilton flow history per Commissioner Carter's request. Chairman Putnam, Vice-Chairman White, Commissioner Courage and Director Boucher addressed the Wilton Commissioners' inquiries regarding how Milford established and funds its Capital Reserve Accounts, which are subject to RSAs, whether repairs of laterals are billed to homeowners and how payments are applied, and how past Milford water and sewer project costs have been funded by the tax rate and water/sewer users. At 7:00 p.m. the Milford and Wilton Boards of Commissioners shook hands and said good night.

Decisions/Approvals

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the minutes of the March 17, 2015 meeting with one amendment. Chairman Putnam seconded the motion. Vice-Chairman White abstained due to his absence during the March 17th meeting.

Board of Commissioners' 2015 Election of Officers – Commissioner Courage made the motion to nominate Mr. Putnam to continue serving on the Board of Water and Wastewater Commissioners in the capacity of Chairman and nominated Mr. White to continue serving in the capacity of Vice-Chairman throughout 2015. Both Mr. Putnam and Mr. White accepted the nominations. Chairman Putnam seconded the motion. All voted in favor. Commissioner Courage and Vice-Chairman White congratulated Mr. Putnam for being re-elected during the March 10, 2015 town vote as a Commissioner for the Town of Milford.

2015 Discharge Monitoring Report (DMR) Signature Authorization – Chairman Putnam signed this annual document. Director Boucher explained that Mrs. Susan Snyder, Laboratory Supervisor, will include this document to the NH DES and US EPA with the March 2015 DMR submittal.

Water Utilities Department Employee Wages – Director Boucher said employee rate increases had been a Board of Selectman discussion topic recently, specifically to delay the employee wage increases until July, a three month delay. Mr. Jack Sheehy, Director of Financial Operations, requested that this be discussed by the Board of Commissioners as a decision for the Water Utilities Department. Discussion followed regarding the Town of Milford's 2015 overall budget not being approved during the March vote, however the Water Utilities' Water and Sewer budgets were approved during the town vote, which included the Water Utilities 2015 wages. The Board of Selectmen had made the administrative decision to delay raises to help reduce overall budget line item expenditures, however, the Water Utilities Department doesn't need to do the same. Following discussion, Commissioner Courage made the motion to distribute the 2% proposed wage increases included within the 2015 Water Utilities Department Water and Sewer budgets, approved by voters during the March town vote, to take effect during April 2015. Chairman Putnam seconded the motion. All voted in favor. Chairman Putnam commented that a topic such as this which requires a decision should appear on future agendas. Director Boucher agreed it was an oversight for this evening's agenda. Director Boucher will contact Mr. Sheehy with the commissioners' decision.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Following discussion of the commissioners' availability, Mr. Boucher agreed to contact Mr. Jeff Kevan, T. F. Moran, to arrange for a meeting at the Water Utilities Department with Park Construction in attendance in order to advance this project,

discuss Park's project timeline schedule and to sign documents. Mr. Boucher will suggest Friday, April 3rd at 10:00 a.m. for this preconstruction meeting and will advise the commissioners on Thursday.

Dram Cup Water Storage Tank Rehab Project - Update – Director Boucher said he received documents from the NH DES yesterday indicating approval to authorize Milford's final payment, which has been forwarded to the Finance Department.

Activities Report – Chairman Putnam asked if the commissioners wished to make inquiries of topics appearing on the activities report. Mr. Boucher addressed Vice-Chairman White's question regarding the status of hydrants following the harsh winter. Parts have been ordered for one hydrant and two blow-off hydrants to be repaired. Mr. White suggested a load of gravel be delivered and spread where the road has washed out at the vicinity of the West Street /Osgood Road underpass, which will continue to erode as a result of spring rainfall. Chairman Putnam inquired of the excavator work he had observed near Curtis Well. Director Boucher explained it was work being performed by Eversource, not Water Utilities personnel. Director Boucher addressed Commissioner Courage's inquiries regarding Appropriation Report balances. Director Boucher explained his recent conversations with a local developer regarding Prospect Street/Phillips Way vicinity.

Non--Public Session

Chairman Putnam made the motion to enter into non-public session at 7:20 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 7:25 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Chairman Putnam seconded the motion. All were in favor.

Future Appointments/Meetings:

The next Commissioners' meeting will be Tuesday, April 14, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam made the motion to adjourn the meeting at 7:25 p.m. Commissioner Courage seconded.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date